

CTE INTRO Business - COURSE DISCLOSURE

Instructor: Mr. Wood
(mwood@alpinedistrict.org)

THE CONTENT This course will explore various aspects of the world of business and computers. The students will have hands-on experience with activities geared toward careers in business and marketing. As a class we will focus on the following topics: human resources, computer basics, 10-key, marketing, word processing, desktop publishing, cashiering, presentations, internet, agriculture, and career development.

THE SUPPLIES You should have a pen or pencil and a folder to keep handouts in. A flash drive would also be very helpful to help you keep track of your digital assignments. If you have one for another class, you could probably use the same one for CTE Intro.

MY RULES

1. **Respect** others and their right to learn.
2. Be in seat ready to work when the bell rings.
3. No food, candy, or drink in the classroom.
4. Respect all equipment in the classroom.

THE HOMEWORK Most work will be completed in class. Occasionally you may have to do some work at home, but not often unless you are absent a lot or are “too social” during class.

THE GRADES Grading will be based on assignments and tests. Grades are determined from a percentage of the total points calculated.

A = 93-100	B = 80-82	D+ = 66-69
A- = 90-92	C+ = 76-79	D = 63-65
B+ = 86-89	C = 73-75	D- = 60-62
B = 83-85	C- = 70-72	F = Below 60

CITIZENSHIP: Everyone begins the quarter with an S. Outstanding citizens will receive an O at the end of the term. Problems with behavior and or a lack of respect of individuals or equipment will result in my changing your citizenship grade to an N or a U. I usually give one or more verbal warnings before this occurs, however behaviors that violate safe school policies or otherwise prove to be a large disturbance will result in immediate reduction of your citizenship grade. Being truant may also result in an immediate U grade.

EXTRA CREDIT I offer a variety of extra credit opportunities throughout the term. Take advantage of them as they come up. I will NOT give extra credit during the last two weeks of a term just so you can raise your grade.

LATE WORK You may turn in work up to 5 school days late for up to 75% credit. If you were absent, you will get full credit if you turn the work in during the 5 day period. Extenuating circumstances will be considered on a case by case basis. It is **your responsibility** to get late work from me when you are absent. I will not contact you with the late work.

COMPUTER POLICY Every student and their parent/guardian will be required to sign the Alpine School District Acceptable Use Policy (AUP) regarding computer use. The student will not be allowed to use the computer until the agreement has been signed and turned in. Violation of the AUP may result in loss of computer privileges at Timberline. The AUP is now digitally signed when your parent logs into Skyward. They may contact the school if they need to know how to login and complete this task.

ANY DAMAGE TO EQUIPMENT, SUPPLIES, OR BOOKS WILL BE THE RESPONSIBILITY OF THE STUDENT!

Alpine School District Career and Technical Education opportunities are offered to all students regardless of race, color, national origin, sex, or disability.

Please go to my website: <http://mrwood.wikispaces.com> to digitally sign this document.